

**Work Plan**  
**Montgomery County Library Board**  
**2011-2012**

**Goal:**

Develop and implement a process to involve a broad segment of the community in Board activities to support the mission of MCPL and to follow the County Executive's transition plan.\*

**Objectives:**

1. Increase involvement of LACs in Board activities
2. Promote LAC recruitment
3. Facilitate involvement of new Board members in Board activities
4. Develop and implement legislative activity plan

**Activities or strategies for achieving objectives:**

**1. Increase involvement of LACs in Board activities**

- Invite LAC Chairs to all Board meetings  
When: October 2011-June 2012  
Person(s) responsible: Board Chair
- Invite LAC Chairs to Board committee and subcommittee meetings  
When: October 2011-June 2012  
Person(s) responsible: Board Chair
- Sponsor a get-together for new Board members and LAC Chairs  
When: October 2011 Board meeting  
Person(s) responsible: Board and LAC Activities Committee
- Publish Board Bulletin  
When: October, 2011 and March, 2012  
Person(s) responsible: Chair, Board and LAC Activities Committee
- Use LAC report template for Board reports on LACs at Board meetings  
When: Ongoing  
Person(s) responsible: Board members
- Attend LAC/FOL joint meeting  
When: November 2011  
Person(s) responsible: Board members

**2. Promote LAC recruitment**

- Publicize LAC awards  
When: October 2011 and March 2012 Bulletins  
Person(s) responsible: Chair, Board and LAC Activities Committee
- Set up a process for successful LACs to mentor new or low functioning LACs  
When: September/October 2011  
Person(s) responsible: Board and LAC Activities Committee

- Create a list of “hints” of successful activities for LACs participating in the budget/hearings process  
When: September / October 2011  
Person(s) responsible: Board and LAC Activities Committee
- Support turnover of LAC Chairs for greater involvement of community  
When: ongoing  
Person(s) responsible: Board members
- Attend MCPL/LAC meeting  
When: July 2012  
Person(s) responsible: Board members

### **3. Increase involvement of new Board members in Board activities**

- Hold Board orientation for all new members  
When: October 2011 Board meeting  
Person(s) responsible: Chair, Board and LAC Activities Committee and MCPL Director
- Develop and implement mentoring process for new Board members  
When: September / October 2011  
Person(s) responsible: Board and LAC Activities Committee
- Current Board members attend first LAC meetings with new Board members.  
When: ongoing  
Person(s) responsible: Board members
- Appoint new Board members to at least one Board standing committee  
When: October 2011  
Person(s) responsible: Board Chair/Vice Chair
- Develop and implement a “Buddy” system so that new Board members can get assistance and information from current members  
When: October 2011  
Person(s) responsible: Board and LAC Activities Committee, Board members
- Attend Citizens for Maryland Libraries Trustee meeting  
When: October 29, 2011  
Person(s) responsible: Board members

### **4. Develop and implement legislative activity plan**

- Invite two Council members to attend each Board meeting  
When: ongoing  
Person(s) responsible: Chair, Legislative & Public Affairs Committee
- Include a presentation by MCPL Director and/or staff at the start of Board meetings attended by Council members  
When: ongoing  
Person(s) responsible: MCPL Director and staff
- Legislative Committee meet with Council members with brief summary packet  
When: September/October 2011  
Person(s) responsible: Legislative & Public Affairs Committee members
- Continue coordination of communication effort for unified message for Board, LACs, and FOLs  
When: ongoing  
Person(s) responsible: Legislative & Public Affairs Committee member(s)

- Organize visits for Council members and their staffs to branch libraries  
When: Begin September 2011/ongoing/before budget hearings  
Person(s) responsible: Legislative & Public Affairs Committee members
- Sponsor program on budget process for Board and LACs  
When: November 2011  
Person(s) responsible: Board members, MCPL Director and staff
- Invite Council members to participate in key MCPL events  
When: ongoing  
Person(s) responsible: Board Chair/ Legislative & Public Affairs Committee members
- Prepare talking points for Board and LACs for testimonies, letters, phone and email messages  
When: February/March 2012  
Person(s) responsible: Legislative & Public Affairs Committee members
- Attend annual meeting with County Executive  
When: February 2012  
Person(s) responsible: Board members
- Prepare and present packets to legislators at annual meetings with County Council members  
When: February/March 2012  
Person(s) responsible: Legislative & Public Affairs Committee members
- Attend Library Legislative Day in Annapolis  
When: February 2012  
Person(s) responsible: Legislative & Public Affairs Committee members
- Attend County Council Public Hearings on Budget  
When: April 2012  
Person(s) responsible: Legislative & Public Affairs Committee members
- Attend ALA Day in Washington  
When: April 23 and 24, 2012  
Person(s) responsible: Legislative & Public Affairs Committee members

### **End Result:**

- Report summarizing Board activity to be presented at annual meeting in June 2012

### **Special events and activities**

Snapshot Day – October 5, 2011

Citizens for Maryland Libraries Trustees Meeting - October 29, 2011

Meeting with the LACs and FOL Chapters – November 2011

Annual Meeting with the County Executive – February 2012

Meeting with the Montgomery County Council – February/March 2012

Library Legislative Day in Annapolis – February/March 2012

LAC Awards application announcement - March/April 2012

County Council Public Hearings on Budget – April 2012

ALA Day in Washington - April 23 and 24, 2012

Annual MCLB/LAC Meeting – July 2012

\* Quotes from County Executive Leggett's Transition Documents:

“I want to keep what is working; fix what is broken, and make certain that everyone has a seat at our table and a voice in the outcome.”

“The real challenge for us in Montgomery County is how do we include more of us at the table without forcing aside those who are already rightfully there? The simple answer is to increase the size of the table.”